

## **Department of Human Services Executive Administrative Assistant**

**SUMMARY:** Under the direct supervision of the Deputy Commissioner for Finance and Administration the Executive Administrative Assistant will enhance the executive's effectiveness. This role will support the office of the Deputy Commissioner who is responsible for the Fiscal Services, Budget, Procurement, Facilities and Information Technology units which consist of nearly 300 employees total within the Department of Human Services.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
- Conserves executive's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications.
- Maintains executive's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel.
- Welcomes guests and customers by greeting them, in person or on the telephone; answering or directing inquiries.
- Maintains customer confidence and protects operations by keeping information confidential.
- Completes projects by assigning work to clerical staff; following up on results.
- Prepares reports by collecting and analyzing information.
- Secures information by completing data base backups.
- Provides historical reference by developing and utilizing filing and retrieval systems; recording meeting discussions.
- Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Administrative writing skills and reporting skills,
- Scheduling, logging, tracking and monitoring skills,
- Strong Microsoft Office skills, including Excel, Word, PowerPoint,
- High level of organizational skills and time management,
- Verbal communication and presentation skills,
- Knowledge of Travel/Logistics,
- Ability to manage supplies and equipment maintenance,
- Commitment to the mission of the organization.

**EDUCATION/EXPERIENCE:** The person appointed to this position must exemplify all the core competencies expected of an Executive Administrative Assistant, being results oriented, possessing good business expertise, and being able to build coalitions and communicate effectively within the department and across the state.  
Education: Bachelor's degree preferred with 2-5 years administrative assistant experience required.

**COMPENSATION INFORMATION:** Commensurate with Qualifications

**How to Apply:** Resumes can be emailed to Trevor Lauri at [Trevor.Lauri@tn.gov](mailto:Trevor.Lauri@tn.gov). No phone calls please.